


STATE OF WISCONSIN
Department of Health and Family Services
Division of Disability and Elder Services

DDES ACTION Memo Series 2006 -16
Date: August 9, 2006

Index Title: 2005 AODA BLOCK GRANT
APPENDIX W 2000-23, CARS 570
(Replaces DDE 2003-01)

To: Listserv

For: Area Administrators/Assistant Area Administrators
Bureau Directors
County Departments of Community Programs Directors
County Departments of Developmental Disabilities
Services Directors
County Departments of Human Services Directors
County Departments of Social Services Directors
Program Office Directors/Section Chiefs
Tribal Chairpersons/Human Services Facilitators

From: Sinikka Santala
Administrator 

Subject: 2005 AODA Block Grant

This memo provides instructions for AODA Block Grant and expense reporting for calendar year 2005. The annual report for the period January - December 2005 is due **September 1, 2006**. Please complete the attached DDE-2567 Form and submit it to the central office contact. You may also access this in a fillable form at <http://www.dhfs.state.wi.us/forms/index.htm>. The form replaces the County Planned Use of Funds Report that counties were previously required to submit. Furthermore, the Expense Reporting by Target Group and Standard Program Cluster will provide the Department with information on how AODA Block Grant funds were expended.

We request, in DDE-2567 Form on page 2, that you indicate whether or not the county referred block grant recipients to alternative services. Charitable Choice statutory provisions of the Public Health Service Act enacted by Congress in 2000, is applicable to the Substance Abuse Prevention and Treatment (SAPT) Block Grant program, the Projects for Assistance in Transition from Homelessness (PATH) formula grant program, insofar as recipients provide substance abuse services, and to Substance Abuse and Mental Health Services Administration (SAMHSA) discretionary grants for substance abuse treatment or prevention services provided with direct Federal funds. Charitable Choice statutory provisions ensure that religious organizations are able to equally compete for Federal substance abuse funding administered by SAMHSA, without impairing the religious character of such organizations and without diminishing the religious freedom of SAMHSA beneficiaries.

We request that the Director or Authorized Certifying Official sign the report to comply with federal technical assistance recommendations on the validity of reported expenditures. This assurance verifies that fiscal and program information is in agreement with what is reported in the Community Aids Reporting System (CARS). Information provided is used both for federal and state reviews of expenditures and activities.

Document Summary

The Federal Substance Abuse Prevention and Treatment Block Grant application requires the Department to describe the purpose for which the grant funds were expended and a description of the activities that were provided by identified recipients. The requirements are in accordance with s. 51.42(3)(ar)15, Wis. Stats. This report is due September 1, 2006.

No funds provided directly from SAMHSA or the relevant State or local government to organizations participating in applicable programs may be expended for inherently religious activities, such as worship, religious instruction, or proselytization. If an organization conducts such activities, it must offer them separately, in time or location, from the programs or services for which it receives funds directly from SAMHSA or the relevant State or local government under any applicable program, and participation must be voluntary for the program beneficiaries.

Block Grant funds may not be used for activities that are outlined in the Block Grant Monitoring Checklist ([Attachment 1](#)) attached to this memo. The checklist also identifies the federal requirement for first priority of services to pregnant women as well as vendor/sub-contractor compliance. Counties should develop a policy to ensure that all vendors/sub-contractors comply with all of the requirements within the checklist when contracting for services.

A set of instructions and optional prevention forms ([Attachment 2](#)) is attached for Counties to complete **on a voluntary basis**. It is understood that, at the current time, not all Counties have the infrastructure in place that supports the reporting of such data. By participating on a voluntary basis, Counties can communicate their current capacity to report on the proposed Substance Abuse Prevention and Treatment Block Grant (SAPTBG) supported program performance measures and will thus help inform future activities leading towards full implementation of the performance-based Block Grant program in 2007. Counties that are able to complete the forms are encouraged to submit the forms or indicated barriers to completion for the State to determine the level of capacity in meeting performance measures in the near future.

We request, in [DDE-2567 Form](#) on page 3, that you describe the outcomes you achieved (e.g., treatment completion; reduced harmful alcohol/drug use; employment; reduced contact with the criminal justice system; etc.) and how the information was utilized by your agency under page 3, entitled, "**OUTCOMES FOR SUBSTANCE ABUSE SERVICES**." [DDE-2567 Form](#) (page 4-5) includes the description of Prevention Strategies. Your response can be brief and concise.

Thank you for providing this important information to us.

ACTION STATEMENT: **The annual report for the period January - December 2005 is due no later than September 1, 2006, to the central office contact.**

REGIONAL OFFICE CONTACT: Area Administrators

CENTRAL OFFICE CONTACT: Valerie Payne, State SAPTBG Coordinator
Bureau of Mental Health and Substance Abuse Services
1 West Wilson Street, Room 437
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Madison, WI 53707-7851
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MEMO WEB SITE: http://dhfs.wisconsin.gov/dsl_info/

Attachment s – Substance Abuse Prevention and Treatment Block Grant Monitoring checklist
General Instructions for Voluntary Forms P1-P2
Alcohol and other drug abuse block grant report of expenditures (DDE-2567)
Provider Agency: Alcohol and other drug abuse block grant report of expenditures (DDE-2567A)